

ico.

EXPENSES CLAIM

Claim Number

58937

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

* Receipts **must** be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

ico.
Independent Communications Office

EXPENSES CLAIM

02 OCT 2012

Claim Number

34826

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
Daniel Benjamin			Corporate Services

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

Other incidental expenses (e.g. telephone, postage)

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

ICO.**EXPENSES CLAIM****Claim Number**

69524

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department		
Christopher Graham			Chief Executive		
Usual mileage to work					
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.					
Date	Time	Full details of journey and charges.	Mode of travel	Car mileage	Receipt attached *
	Depart	Arrive	STD	PTR	
		34th International Conference on Data Protection and Privacy	45p	25p	£ p
		Euro expenses			
18/10/12	0700	- flight from Heathrow			
	-	Snack in Paris awaiting flight transfer		£	10.60 Yes (1) ✓
28/10/12	-	Meal at Madrid airport (flight re-routed from scheduled Paris return)		£	12.30 Yes (2) ✓
29/10/12	-	0900 return to home			
			RECEIVED		
			08 NOV 2012		
			sub-total	0	22.90

Other incidental expenses (e.g. telephone, postage)

EXCHANGE RATE :- 1.25 22.90 ÷ 1.25 = 18.32

total amount claimed	22.90	£ 18.32
less cash advances received		£ 18.32
amount claimed for payment	22.90	£ 18.32

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

* Receipts must be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

ICO.

EXPENSES CLAIM

Claim Number

41978

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
------	-----------	-------------	------------

Christopher Graham			Chief Executive
--------------------	--	--	-----------------

Usual mileage to work	
-----------------------	--

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

Date	Time	Full details of journey and charges.	Mode of travel	Car mileage		Receipts attached
				STD	PTR	
		34th International Conference on Data Protection and Privacy		45p	25p	
		Argentine peso expenses				
18/10/12	0700	- flight from Heathrow				
26/10/12	-	- supper on ferry from Montevideo to Buenos Aires				45.00 Yes
	-	- Taxi from ferry terminal to hotel	Taxi			160.00 No
	-	- Hotel to airport	Taxi			200.00 Yes
	-	- Coffee at airport (flight delayed)				38.00 Yes
	-	- Meal at airport (flight delayed)	RECEIVED			215.00 Yes
29/10/12	-	0900 return to home		18 NOV 2012		

- (1)
- (2)
- (3)
- (4)

Other incidental expenses (e.g. telephone, postage)		
---	--	--

658.00	76.81	586.19	total amount claimed	658.00
			less cash advances received	
			amount claimed for payment	658.00

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

EXCHANGE RATE ~~£1.59~~ 658 + 59 = 413.84

ICO.

EXPENSES CLAIM

Claim Number

18048

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department			
Christopher Graham			Chief Executive			
Usual mileage to work						
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.						
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage	Receipt attached
	Depart	Arrive		STD	PTR	
			45p	25p	£	p
			34th International Conference on Data Protection and Privacy			
			US dollar expenses			
18/10/12	0700	-	flight from Heathrow			
22/10/12	-	-	Transfer from Montevideo to Punta del Este (not provided by conf)	Taxi	210.00	Yes
	-	-	Share of dinner with [REDACTED]		18.00	No
29/10/12	-	0900	return to home			

RECEIVED

08 NOV 2012

Other incidental expenses (e.g. telephone, postage)			sub-total	0	0	228.00
		Cash advance: US\$100 difference in cost of hotel rooms (double v single)				
			total amount claimed	228.00		
			less cash advances received	100.00		
			amount claimed for payment	128.00		

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

EXCHANGE RATE $128 \div 1.59 = 80.50$

£80.50

* Receipts must be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number

54713

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

Usual mileage to work

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

Date	Time	Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *
				STD	PTR	
		Euro Expenses				
24/9/12	1230	- Train from Brussels airport to city				7.30 Yes
	-	Dinner with [REDACTED] - CG share plus tip				19.00 Yes
25/9/12	-	Coffee with [REDACTED] Chair of Article 29 Working Party				2.13 No
	-	Lunch in European Parliament cafeteria				9.24 Yes
	-	Group dinner - CG share				20.00 Yes
26/9/12	-	Coffee for group meeting with Article 29 colleagues		11 OCT 2012		8.00 No
	-	Lunch in European Parliament cafeteria				8.84 Yes
	-	Train from city to Brussels airport				7.60 Yes
	2030	Snack at airport waiting for delayed departure				6.30 Yes
				sub-total	0 0	88.41

Other incidental expenses (e.g. telephone, postage)

total amount claimed 88.41

less cash advances received 100.00

amount claimed for payment -11.59

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

€ RATE 1.23 €11.59 ÷ 1.23 = £9.42

- £9.4

All expenses **MUST** be claimed in accordance with the Expenses Guide available on ICON Finance Section

* Receipts **must** be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

ICO.**EXPENSES CLAIM****Claim Number**

77932

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

Usual mileage to work

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached
	Depart	Arrive			STD	PTR	
4/9/12	0715	-	Lunch at Wesley's café - actual expenditure				11.28 No
	-	-	Coffee at Wesley's café - actual expenditure				1.20 No
	-	2300	Tea, sandwich (BLT) and water on train - prices taken from prev claims				6.25 No
10/9/12	1245	-	Snack at Wesley's café				3.80 Yes
	-	2100	Supper on the train				3.00 Yes

RECEIVED

14 SEP 2012

(1)
(2)

Over 12 hrs = £15

< Total claimed

actual = £18.73

& No receipt

OK
£18.73

	sub-total	0	0	25.53
Other (e, postage)	RECEIVED			25.53
	allow to			
	total amount claimed	25.53		

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

ico.

RECEIVED
01 OCT 2012
EXPENSES CLAIM

Claim Number

68912

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Other incidental expenses (e.g. telephone, postage)

			total amount claimed	30.00
			less cash advances received	
			amount claimed for payment	30.00

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

RECEIVED

25 SEP 2012

Claim Number

44082

ico.
Information Commissioner's Office

EXPENSES CLAIM

All expenses **MUST** be claimed in accordance with the Expenses Guide available on ICON Finance Section

All expenses must be claimed in accordance with the Expenses Guide available on EON Finance Section			
Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

NB - Only mileage in excess of your usual Journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached
	Depart	Arrive			STD	PTR	
					45p	25p	
14/9/12	0630	1915	Train from Hale to Stockport for journey to London	Train			2.40 Yes
18/9/12	1230	-	Taxi from ICO to Manchester airport	Taxi			16.00 Yes
18/9/12	-	-	Commission for Euro currency purchase				4.99 Yes
19/9/12	-	1500	Taxi from Manchester airport to home	Taxi			15.00 Yes
20/9/12	0630	1515	Snack after meeting in London				4.30 Yes

Other incidental expenses (e.g. telephone, postage)

			total amount claimed	42.69
			less cash advances received	
			amount claimed for payment	42.69

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

ico.
Insurance Council of Ontario

EXPENSES CLAIM

Claim Number

78252

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name					Job Level	Payroll NO.	Department
Christopher Graham							Chief Executive
Usual mileage to work							
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.							
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipts attached?
	Depart	Arrive			STD	PTR	
			45p	25p	£	p	
			EURO EXPENSES				
18/9/12	1230	-	Taxi from Brussels airport to restaurant - MEP meeting	Taxi			45.00 Yes
19/9/12	-	-	Breakfast - Euros 4.50 plus 50 cent tip				5.00 Yes
19/9/12	-	1500	Train ticket from central Brussels to airport	Train			10.60 Yes
RECEIVED							
21 SEP 2012							
sub-total 0 0 60.60							
Other incidental expenses (e.g. telephone, postage)							
total amount claimed 60.60							
less cash advances received							
amount claimed for payment 60.60							
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							
£60.60 @ 1.259							
£48.13							

* Receipts must be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.



EXPENSES CLAIM

Claim Number

64170

All expenses **MUST** be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department							
Christopher Graham			Chief Executive							
Usual mileage to work										
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.										
Date	Time	Full details of journey and charges.	Mode of travel	Car mileage	Receipt					
	Depart	Arrive		STD	PTR	attached*				
				45p	25p	£	p			
19/7/12	*	2000	Snack in London			✓	2.95	Yes		
21/8/12	1350	**	Taxi from Metropolitan Police dinner to hotel	Taxi		✓	12.00	Yes		
* departure from office at 1750hrs on 17 July										
** return to office at 0840hrs on 22 August										
RECEIVED										
24 Aug 2012										
.....										
							sub-total	0	0	14.95

Other incidental expenses (e.g. telephone, postage)

total amount claimed			14.95
less cash advances received			
amount claimed for payment			14.95

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

* Receipts **must** be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

✓
ICO.

RECEIVED
11 OCT 2012
EXPENSES CLAIM

Claim Number

11033

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department			
Simon D C Entwistle			Executive			
Date	Time		Full details of journey and charges	Mode of travel	Car mileage	Receipt attached
	Depart	Arrive			STD 45p	PTR 25p
27.09.12	0600	0640	████████ to Stockport Station	car		none claimed
27.09.12	0650		Stockport to London Euston, meeting with DCMS am and PHSO pm	rail		none claimed
27.09.12		2150	return journey London Euston to Stockport to █████	rail/car		none claimed
27.09.12			Expenses claimed: £2.20			2.20 ✓1
27.09.12			Expenses claimed: £11.70 (claiming also for █████)			11.70 ✓2
27.09.12			Taxi PHSO to London Euston - train 8.00pm pre-booked (not enough time to take tube Journey)	taxi		13.00 ✓3
01.10.12	0530	0930	████ to Media City and then to ICO - deducted normal home to ICO journey	car	8.6	3.87
10.10.12	0600		████ to Stockport Station/return	car		none claimed
		1940	Stockport to Cardiff/return	rail		pre-paid
			Expenses claimed			13.45 ✓4
			Parking at Stockport			4.00 ✓5
				sub-total	8.6	0 48.22

Other incidental expenses (e.g. telephone, postage)

total amount claimed **48.22**

less advances received

amount claimed for payment **48.22**

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

RECEIVED

04 OCT 2012

Claim Number

20913

ICO.

EXPENSES CLAIM

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
D A SM (TH)			DP Exce.
Usual mileage to work			

NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide if you are unsure.

Date	Time	Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached
				STD	PTR	
				45p	25p	
30/4/12	17.15	Office - Media City (BBC interview)	Car	20	£9-00	✓
	19.30	Media City - Home Car Park	Car	14	£6-30	✓
					£2-50	✓
						UK
2/5	07.20	Home - Stockport stn Stockport - London Euston - Charing X (Tech Ref Panel)	Taxi Train Tube		£6-00	✓
		Charing X-London City A'pt	Tube/DLR		£2-60	✓
	15.00	London - Luxembourg	Plane			✓
				sub-total	0.00	£28-40

Other incidental expenses (e.g. telephone, postage)

144.54	£240-84
EUR 172-00 ÷ 1.91 EUR/£1 = 147-06	+ EUR 522-00
	total amount claimed 0-00
	less cash advances received EUR 200-00
	EUR 150-00
	amount claimed for payment 0-00
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.	
	£240-84 ✓
	+ EUR 172-00 ✓
	£387-90
	385.38

£144.3
2700
£
sum

ICO.**EXPENSES CLAIM**

Claim Number

20913
55574

(2)

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department		
D A Smith					
Usual mileage to work					
NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide if you are unsure.					
Date	Time	Full details of journey and charges.	Mode of travel	Car mileage	Receipt
Depart	Arrive		STD	PTR	attached *
45p	25p	£	p		
2/5		Luxembourg Airport - Hotel Taxi			EUR 28.00 ✓
3/5		(European Spring Conf)			
4/5		Luxembourg - Manchester Plane			
23.45		Manchester Airport - Home Taxi			£ 21.00 ✓
		Subsistence UK			£ 1.98 ✓
		Subsistence Luxembourg			
		2 x 24 hrs less 2 x 6' fast, 2 x			
		lunch, 1 x dinner + over 5 hrs			EUR 106.50
8/5	18.15	Office - Airport	Taxi		£ 15.00 ✓
		Manchester - Paris	Plane		
			sub-total	0 0	0.00
					£ 37.45
					EUR 134.50

Other incidental expenses (e.g. telephone, postage)

total amount claimed	0.00
less cash advances received	
amount claimed for payment	0.00

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

Signed	Date

APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)

Name of manager	Job Level
Signed	Date

FOR FINANCE USE

Paid stamp	Additions checked	Budget Code
		Budget Holder
	Authorised by the Finance Manager	Individual
		Consuming CC

* Receipts must be provided for subsistence claims. Please attach to the back of this form.

ICO.**EXPENSES CLAIM****Claim Number**20913
-63980

(3)

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
D A Smith			

Usual mileage to work

NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide if you are unsure.

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage	Receipt	
	Depart	Arrive			STD	PTR	Receipt
8/5			(De G A'prt - La Muette	Train/Metro			EUR 9-25 ✓
9-10/5			OECD WPISP + Health Con)				
11/5			La Muette - (De G A'prt	Metro/Train			EUR 9-25 ✓
			Manchester → Paris	Plane			
			17.30 M'don't airport - Home	Taxi			£18-50 ✓
			Subsistence 3x residual				EUR 267-00
			less 3x 6' fast				
15/5	06.30		Home - station	Taxi			£ 6-00 ✓
			Stockport - London	Train			
			Earlston - Kensington	Tube			£2-00
			(Meeting with ACPO)	sub-total	0	0	0-00
							£26-50 ✓
							EUR 285-50 ✓

Other incidental expenses (e.g. telephone, postage)

total amount claimed	0.00
less cash advances received	
amount claimed for payment	0.00

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

Signed		Date	
--------	--	------	--

APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)

Name of manager		Job Level	
Signed		Date	

FOR FINANCE USE

Paid stamp	Additions checked	Budget Code
		Budget Holder
	Authorised by the Finance Manager	Individual
		Consuming CC

* Receipts must be provided for subsistence claims. Please attach to the back of this form.

ICO.

EXPENSES CLAIM

Claim Number

20913

52377

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll No.	Department
D A SMITH			

Usual mileage to work

NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide if you are unsure.

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage	Receipt attached	
	Depart	Arrive					
15/5			Kensington - Bank (Admiralty Line Mtr)	Tube		£2.00	✓
			Bank - Kings X	Tube		£2.00	✓
			London - Edinburgh (WITUS Business Travel Forum)	Train			
16/5			RBS HQ - Airport	Taxi			
			Edinburgh - Manchester	Plane			
	18.30		Midnight flight - Home	Taxi		£19.50	✓
			Subsistence			£26.40	✓
18/5	06.45		Willesden - Paddington	Train			
			Fleet Street - Temple	Tube		£2.00	✓
			(Cookie price briefly)	sub-total	0	0.00	
						£51.90	

Other incidental expenses (e.g. telephone, postage)

total amount claimed 0.00

less cash advances received

amount claimed for payment 0.00

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

Signed

Date

APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)

Name of manager

Job Level

Signed

Date

FOR FINANCE USE

Paid stamp

Additions checked

Budget Code

Budget Holder

Authorised by the Finance Manager

Individual

Consuming CC

* Receipts must be provided for subsistence claims. Please attach to the back of this form.

ICO.**EXPENSES CLAIM**

Claim Number

20913
20242

(5)

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
D ASm (TH)			

Usual mileage to work

NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide if you are unsure.

Date	Time	Full details of journey and charges:	Mode of travel	Car mileage		Receipt attached
				STD	PTR	
18/5		Temple - East	Tube		WL £2-00	✓
	13.50	London - Wimborne	Train			
		Subsistence			WL £5-00	✓
21/5	11.15	Office - Airport	Taxi		£15-00	✓
		Mandate - Frankfurt	Plane			
		F'port airport - Koningsl	Taxi		EUR 48-00	✓
22/5		(From en route law)				
23/5		Koningsl - Airport	Taxi (with P&T Hertford)		EUR 54-00	✓
	19.15	F'port - Mandate	Plane			
		Airport - Home	Taxi		£17-00	✓
			sub-total	0	0	0-00
					£39-00	
					EUR 102-00	✓

Other incidental expenses (e.g. telephone, postage)

✓

total amount claimed	0.00
less cash advances received	
amount claimed for payment	0.00

If this journey has incorporated an overnight stay at a hotel could you please note/or append any comments (positive or negative) about the standard of the accommodation.

DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

Signed		Date	
--------	--	------	--

APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)

Name of manager	Job Level	

Signed	Date
--------	------

Paid stamp	Additions checked	Budget Code
		Budget Holder
	Authorised by the Finance Manager	Individual
		Consuming CC

* Receipts must be provided for subsistence claims. Please attach to the back of this form.

EXPENSES CLAIM

Claim Number

20913
82878

6

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
D A Smith			

Usual mileage to work

NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.

Date	Time	Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached
				STD	PTR	
23/5		Subsistence				✓
28/5	16.30	Office - Airport	Car	2	1	£10-90
		Manchester - Gatwick	Plane			
		Gatwick - Brighton	Train			
29/5		(Info Records Soc Conf)				
		Brighton - Gatwick	Train			
		Gatwick - Manchester	Plane			
		Airport - Home	Car	2	1	£10-90
	18.15	Airport Car Park				£40-00
						✓
						£49-80
				sub-total	0	0
						0.00

Other incidental expenses (e.g. telephone, postage)

		total amount claimed	0.00
		less cash advances received	
		amount claimed for payment	0.00

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

Signed	Date
--------	------

APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)

Name of manager	Job Level
-----------------	-----------

Signed	Date
--------	------

FOR FINANCE USE

Paid stamp	Additions checked	Budget Code
		Budget Holder
	Authorised by the Finance Manager	Individual Consuming CC

* Receipts must be provided for subsistence claims. Please attach to the back of this form.

ico.
Information Commissioners Office

EXPENSES CLAIM

20913
82004

All expenses **MUST** be claimed in accordance with the Expenses Guide available on ICON Finance Section

✓ ✓ ✓ ✓

Other incidental expenses (e.g. telephone, postage)

total amount claimed **0.00**

less cash advances received

amount claimed for payment 0.00

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

Signed _____ Date _____

APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)

Name of manager	Job Level

Signed _____ Date _____

FOR FINANCE USE

Paid stamp	Additions checked	Budget Code
		Budget Holder
	Authorised by the Finance Manager	Individual

* Receipts **must** be provided for subsistence claims. Please attach to the back of this form.

ICO.**EXPENSES CLAIM**

04 OCT 2012

Claim Number

90025

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO	Department
D.A. SMITH			DP Exec
Usual mileage to work			

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

Date	Time	Full details of journey and charges.	Mode of travel	Car mileage	Receipt	
Depart	Arrive		STD	PTR	attached	
30/5/12	12.35	Office - Airport	Car	2	£0-90	✓
		Manchester - Brussels	Plane			
		Brussels Airport - Schuman	Bus		EUR 3-50	✓
31/5/12		(CPL Accountability Mtg)				
		Schuman - Gare Cent	Metro			
		Gare Cent - Airport	Train		EUR 5-40	✓
		Brussels - Manchester	Plane			
	21.45	Airport - Home	Car	2	£0-90	✓
		Airport Car Park			£40-00	✓
		Hotel - rail excent tax			EUR 6-00	✓
		Subsistence - 24hrs + over 5hrs			EUR 38-00	✓
		breakfast, 1x dinner	sub-total	0	0-00	
					£41-80	
					EUR 52-90	✓

Other incidental expenses (e.g. telephone, postage)

EUR 216-35	£1-19	EUR 1-19	£1-19	total amount claimed	£216-35
					0-00

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

EUR 216-35	£1-19	EUR 1-19	£1-19	less cash advances received	

amount claimed for payment

£384-84

E126
2707
E

Smith

Receipts must be provided for subsistence.

* If no break down is provided please add a brief description of the items consumed. Thank you.

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
D A SMITH			

Usual mileage to work:

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

Date	Time	Full details of journey and charges.	Mode of travel	Car mileage	Receipt		
Depart	Arrive			45p	25p	£	p
1/6/12		Office → Granada TV → Medina City → Home Car park	Car	35	15-75	£1-50	✓
5/6/12	16.30	Home - Airport Manchester - Brussels Brussels Airport - Gare Cent Gare Cent - De Brouckere De Brouckere - Schuman (Ant-29 WP) Schuman - De Brouckere	Taxi Plane Train Metro " (+ rail pass G)		£11-00	✓	✓
6/6/12				sub-total	£0 00	£28-25	✓
						£28-25	✓

Other incidental expenses (e.g. telephone, postage)

total amount claimed	0.00
less cash advances received	
amount claimed for payment	0.00

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

Signed	Date
--------	------

APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)

Name of manager	Job Level
Signed	Date

FOR FINANCE USE

Paid stamp	Additions checked	Budget Code
		Budget Holder
	Authorised by the Finance Manager	Individual
		Consuming CC

* Receipts must be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

ICO.

EXPENSES CLAIM

Claim Number

90025

(3)

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
D A SMITH			
Usual mileage to work			

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

Date	Time	Full details of journey and charges.	Mode of travel	Car mileage	Amount	Receipts attached
Depart	Arrive		STD	PTR	£	p
7/6/12		De Brouckere - Schuman (Art 29 WP)	Metro			
		Schuman - Airport	Bus		EUR 3.50	✓
		Brussels - Marche du	Plane			
	18:45	March. Airport - Home	Taxi		£24.00	✓
		2x b fast (not in hotel bill)			EUR 10.55	✓
		Subsistence 2 x 24 hrs			EUR 144.00	✓
12/6/12 07.00		Home - Stockport station	Car			
		Stockport - Oxford	Train			
		Oxford Stn - College	Taxi		£8.00	✓
		(During speech of expression)	sub-total	0	0.00	
					£32.00	
		Other incidental expenses (e.g. telephone, postage)			EUR 158.05	✓

total amount claimed	0.00
less cash advances received	
amount claimed for payment	0.00

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

Signed _____ Date _____

APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)

Name of manager	Job Level	
Signed _____	Date _____	

FOR FINANCE USE

Paid stamp	Additions checked	Budget Code
		Budget Holder
	Authorised by the Finance Manager	Individual
		Consuming CC

* Receipts must be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

ICO.**EXPENSES CLAIM**

Claim Number

90025

(4)

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level	Payroll NO.	Department
D A Smith				
Usual mileage to work				

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

Date	Time	Full details of journey and charges	Mode of travel	Car mileage	Receipt	
					STD	PTR
12/6		College - Oxford Stn	Taxi		£8.00	✓
		Oxford - Stockport	Train			
	21:50	Stockport stn - Home	Car			
	21	Subsistence			£10.00	✓
		State Car Park			£5.90	✓
3/7	07.10	Home - Stockport stn	Taxi		£6.00	✓
		Stockport - Cambridge	Train			
		Cambridge stn - College	Taxi		£9.00	✓
		(PL&B Conference)				
4/7		College - Camb. stn.	Taxi		£9.50	✓
			sub-total	0	0	0.00
						£49.40

Other incidental expenses (e.g. telephone, postage)

total amount claimed	0.00
less cash advances received	
amount claimed for payment	0.00

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

Signed _____ Date _____

APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)

Name of manager	Job Level	
Signed _____	Date _____	

FOR FINANCE USE

Paid stamp	Additions checked	Budget Code
		Budget Holder
		Individual
		Consuming CC

* Receipts must be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

65

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name: D A SMITH Job Level: PayrollNO: Department:

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

Other incidental expenses (e.g. telephone, postage)

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

Signed _____ Date _____

APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)

Name of manager		Job Level	
Signed		Date	

FOR FINANCIAL USE

Paid stamp	Additions checked	Budget Code
		Budget Holder
	Authorised by the Finance Manager	Individual
		Consuming CC

* Receipts must be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

ICO.

EXPENSES CLAIM

Claim Number

90025

(6)

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
D A Smith			

Usual mileage to work

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

Date	Time	Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached*
				STD	PTR	
19/7		Start car park				✓
		Subsistence				✓
4/9	06.50	Home - Stockport stn	Car			
		Stockport - London	Train			
		Euston - Westminster	Tube			✓
		(Justice Comm / Home Office)				
		Victoria - S. Ken	Tube			✓
		(Mtg with research imp coll)				
		S. Ken - Euston	"			✓
		London - Stockport	Train			
				sub-total	0 0	0.00
						£ 21.74

Other incidental expenses (e.g. telephone, postage)

total amount claimed	0.00
less cash advances received	
amount claimed for payment	0.00

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

Signed	Date
--------	------

APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)

Name of manager	Job Level
-----------------	-----------

Signed	Date
--------	------

FOR FINANCE USE

Paid stamp	Additions checked	Budget Code
		Budget Holder
	Authorised by the Finance Manager	Individual
		Consuming CC

* Receipts must be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

ico.
www.ico.gov.uk

EXPENSES CLAIM

Claim Number

90025

67

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name **AA Smith** Job Level Payroll NO. Department

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

Other incidental expenses (e.g. telephone, postage)

total amount claimed	0.00
less cash advances received	
amount claimed for payment	0.00

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

Signed _____ Date _____

APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)

Name of manager		Job Level	
Signed		Date	

FOR FINANCIAL USE

* Receipts **must** be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

ICO.**EXPENSES CLAIM**

Claim Number

21230

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
DA SMITH			DP Exec.

NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.

Date	Time	Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached			
				Depart	Arrive	STD	PTR	E	P
						45p	25p	E	P
27/3/12	10.30	Home - Stockport (train)	Light from my angle						
		Stockport - London	Train						
		Eastern - Westmankt	Tube					2-00	
		(M1/M6 - Home Office / MoJ)							
		St James Pl - Chancery Lane	"					2-00	
		(Hotel provided by Taylor Wessing - subsistence on ICO card)							
28/3		Chancery Lane - Tower Hill	Taxi - rail						
		(ICO conference)							
29/3		Tower Hill - Eastern	Tube					2-00	
		London - Stockport	Train						
						sub-total	0	0	6-00
									0-00

Other incidental expenses (e.g. telephone, postage)

total amount claimed

61-85
0-00

less cash advances received

61-85
0-00

amount claimed for payment

61-85
0-00

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
DA SMITH			

Usual mileage to work

NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide if you are unsure.

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached
					STD	PTR	
	Depart	Arrive			45p	25p	
29/3		19.00	Stockwell St - Home (Hotel paid on ICO card)	Taxi			8.00 ✓
18/4		10.50	Wimborne - London Euston - London Bridge (On-line and removed)	Train Tube			2.00 ✓
			Blackfriars - Earslct Subsistence (evening meal on office card)	"			2.00 ✓
19/4			Earslct - Canary Wharf (Meet with Reuters)	Tube			2.00 ✓
					sub-total	0 0	0.00 ✓

Other incidental expenses (e.g. telephone, postage)

total amount claimed	0.00
less cash advances received	
amount claimed for payment	0.00

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

Signed		Date	
--------	--	------	--

APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)

Name of manager		Job Level	
Signed		Date	

FOR FINANCE USE

Paid stamp	Additions checked	Budget Code
		Budget Holder
Authorised by the Finance Manager	Individual	
	Consuming CC	

* Receipts must be provided for subsistence claims. Please attach to the back of this form.

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department				
D A SM (TY)							
Usual mileage to work							
NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.							
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *
	Depart	Arrive			STD	PTR	
19/4			Canary Wharf - Temple (Surveillance seminar at LSE)	Tube - ticket			
			Holborn - King X	Tube		2-00	✓
			King X - Cambridge	Train			
			Cambridge - college	Taxi		6-00	✓
			Subsistence - dinner			9-95	✓
20/4			(Law school seminar)				
			Law school - station	Taxi		7-50	✓
			Cambridge - St Pancras	Train			
22/04			St Pancras - Home	Taxi		7-50	✓
			Breakfast at Park Coll - Accom provided by Law School			3-95	✓
				sub-total:	0	0	0-00
							36-90

Other incidental expenses (e.g. telephone, postage)

	total amount claimed	0.00
	less cash advances received	
	amount claimed for payment	0.00

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

Signed	Date
--------	------

APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)

Name of manager	Job Level
Signed	Date

FOR FINANCE USE

Paid stamp	Additions checked	Budget Code
		Budget Holder
	Authorised by the Finance Manager	Individual
	Consuming CC	

* Receipts must be provided for subsistence claims. Please attach to the back of this form.

ICO.**RECEIVED****Claim Number**

37461

13 OCT 2012 EXPENSES CLAIMAll expenses **MUST** be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
JANE MAT	NED		
Usual mileage to work			

NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide if you are unsure.

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *
	Depart	Arrive			STD	PTR	
3.9.12			ICO - AUDIT COMMITTEE				
			READING -> WILMSLOW TRAIN			80.50	✓
			WILMSLOW -> LIVERPOOL			13.00	✓
31.07.12			ICO - HOTLINE MTG				
01.08.12			AUDIT CAR INTERVIEWING READING -> WILMSLOW BY TRAIN			148.00	✓
			CAR PARK			23.70	✓
22.07.12			ICO - MS + INTERVIEWING TRAIN			83.50	✓
23.07.12			CAR PARK			31.00	✓
							31.10
					sub-total	379.70	379.9

Other incidental expenses (e.g. telephone, postage)

total amount claimed	379.70
less cash advances received	—
amount claimed for payment	379.70

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.



EXPENSES CLAIM

Claim Number

7308

All expenses **MUST** be claimed in accordance with the Expenses Guide available on the Staff Intranet Finance Section.

All expenses MUST be claimed in accordance with the Expenses Guide available on the Staff intranet. Name: _____			
Name	Job Level	Payroll Number	Department
ENID ROWLANDS.	WED.		.

RECEIVED

87 NOV 2012

Other incidental expenses (e.g. telephone, postage)

支145·支9

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

less advances received

amount claimed for payment

145.8

② 2138.40

⑤ 2138-41

670



EXPENSES CLAIM

Claim Number

7308

All expenses **MUST** be claimed in accordance with the Expenses Guide available on the Staff Intranet Finance Section

Other incidental expenses (e.g. telephone, postage)

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative), about the standard of the accommodation.